



**DADE COUNTY - GEORGIA
BOARD OF COMMISSIONERS
PHONE # 706-657-4625**

RFP #2020-05

**DADE COUNTY HISTORIC COURTHOUSE -- REPAIR ROOF FRAMING
SUBSTRUCTURES AND REPLACE ROTTED RAFTERS, BEAMS, TRUSSES AND
CEILING JOISTS TO ENGINEERING SPECIFICATIONS**

ISSUE DATE: August 13, 2020; revised August 26, 2020

The Dade County Historic Preservation Commission recommends to the Board of Commissioners of Dade County, Georgia to solicit competitive sealed proposal bids from qualified vendors to repair roof framing substructures and replace rotted rafters, beams, trusses and ceiling joists to engineering specifications to the Historic Courthouse located in the town square in Trenton, Georgia (Dade County, Georgia).

Beginning on page seven (7) of this Request for Proposal (RFP) document contains the project specifications and scope of work to be let for proposals requested. One turnkey price is requested.

Proposals will be received until 12:00 p.m. on Tuesday, September 22, 2020 in the Dade County Board of Commissioners Office located in the Dade County Administrative Building, 71 Case Avenue, Suite 243, Trenton, Georgia 30752. Any proposal received after this time and date will not be accepted.

A public bid opening will be held at 2:00 p.m. on Tuesday, September 22, 2020 in the office of the County Clerk of the Dade County Board of Commissioners located in the Dade County Administrative Building, 71 Case Avenue, Suite 243, Trenton, Georgia 30752.

Questions regarding this proposal should be addressed to Mr. William Back representing the Historic Preservation Commission by calling 423-667-3889 or 706-657-4625, no later than five (5) working days prior to bid opening date. A private tour of the building to be repaired may be arranged by emailing wback@dadecounty-ga.gov and stating in the subject line "RFP#2020-04 Historic Courthouse Roof" or by calling 423-667-3889, and Mr. Back will contact you to schedule your tour of the building. Tours of the building should be scheduled prior to September 21, 2020 at 2:00 p.m. An extension ladder will be provided, but you will need to supply your own battery-powered lighting.

A pre-proposal conference will be held at 2:00 p.m. on Thursday, September 10, 2020 in the Dade County Commission Meeting Room, 71 Case Avenue, Trenton, Georgia 30752. You may submit additional questions in writing, which we will answer in writing. Questions requiring written information must be submitted no later than five (5) working days prior to bid opening date and emailed to Mr. Back at the email address listed above.

Telephone inquiries must be made between the hours of 9:00 a.m. and 5:00 p.m. eastern time Monday through Friday.

It is recommended that contractors bidding on this project have a minimum of five years' experience in structural construction or renovation. Contractors shall provide at least five references pertaining to renovation/construction projects of complexity equal to or greater as compared to this project. Details should include project description, date project completed, location, the amount of money you received, and owner, architect, engineer, or general contractor contact information. Proposals must be typed or printed. All proposals must include the following:

- Official Competitive Proposal Form,
- Non-Collusion Statement, and
- supporting documentation.

Requests for Proposals and the administration of the RFP process shall be governed by the **Official Project Specifications** and the **General Terms and Conditions for Submitting Request for Proposal to Dade County, Georgia**, a copy of which is made a part of this information package.

Proposals should be enclosed in a sealed envelope or container with the following information clearly marked on the outside of the envelope or container.

REQUEST FOR PROPOSAL (RFP)
HISTORIC COURTHOUSE ROOF SUBSTRUCTURE
DADE COUNTY BOARD OF COMMISSIONERS
DUE AUGUST 31, 2020 AT 12:00 P.M. (NOON)

The envelope or container must be mailed or delivered to:

If by courier or hand delivery:

Dade County Commission
Attention: Don Townsend, County Clerk
Dade County Administrative Building
71 Case Avenue, Suite 243
Trenton, GA 30752-2429

If by U.S. mail:

Dade County Commission
Attention: Don Townsend, County Clerk
P.O. Box 370
Trenton, GA 30752-0370

Proposals received after the announced time and date due, whether mailed or delivered, will be returned unopened. Nothing herein is intended to exclude any responsible contractor or in any way restrain or restrict competition among contractors. Selection criteria will include an evaluation of the scope of services proposed, experience, references and price. Contractors/Vendors are encouraged to be specific as to their understanding of the task to be performed and their proposed procedures for implementation.

The Board of Commissioners of Dade County, Georgia reserves the right to award in part or in whole or to reject any or all proposals, to waive technicalities or require additional information prior to award. All vendors submitting a proposal will be notified in writing of the award.

GENERAL TERMS AND CONDITIONS FOR SUBMITTING REQUEST FOR PROPOSAL TO DADE COUNTY, GEORGIA

1. Awards shall be made on the proposal that best meets the needs of Dade County, Georgia (hereafter referred to as "**County**") for specifications, cost and compatibility.
2. The County reserves the right to accept or reject any or all proposals. The right is also reserved to waive any minor irregularities in a proposal, and to award the contract to the applicant whose offer is most advantageous to the County from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the proposal that is in the best interests of the County.
3. Minimum specifications are designed as a requirement of the proposal. Minimum specifications are outlined to provide for a particular need or use by the County, and are not meant to eliminate any particular vendor. If a particular minimum specification is unable to be met by the vendor, then the applicant, prior to the opening of the proposal, shall contact the Dade County Clerk in writing to determine if a particular specification may be altered or accepted.
4. The applicant hereby declares that all statements and representations made in the proposal are true and correct, and are made under the penalty of perjury under the laws of the State of Georgia.
5. Insurance coverage for proposed services shall include general liability and workers' compensation, which shall include automobile liability insurance in a combined single limit of not less than one million dollars, unless specified otherwise in the specifications.
6. The selected firm shall provide, within 10 days after the notice of award is issued, a copy of its existing liability insurance certificate naming Dade County, Georgia and all County officers and employees as additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.
7. Bid bonds, payment bonds and performance bonds shall be required on all projects over \$50,000 and may be required on contracts over \$20,000 at the discretion of the County Commissioners. Bid bonds or proposal guarantees shall be in such amounts as are established by the Dade County Board of Commissioners.
8. Contractors must provide Dade County with a payment bond and a performance bond in the amount of the bid on all Road Contracts over \$5,000. The Contractor

must provide Dade County with proof of sufficient General Liability in the County's name to protect against all claims for personal injury or property damage(s).

9. The vendor will provide references as specified in the RFP.
10. The contractor/vendor will be asked to sign an agreement that substantially includes all of the specifications in this proposal.
11. Pursuant to O.C.G.A. § 36-60-13 - Multiyear lease, purchase, or lease purchase contracts, each county or municipality in this state shall be authorized to enter into multiyear lease, purchase, or lease purchase contracts of all kinds for the acquisition of goods, materials, real and personal property, services, and supplies, provided that any such contract shall contain provisions for the following:
 - a. The contract shall terminate absolutely and without further obligation on the part of the county or municipality at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided in this Code section;
 - b. The contract may provide for automatic renewal unless positive action is taken by the county or municipality to terminate such contract, and the nature of such action shall be determined by the county or municipality and specified in the contract;
 - c. The contract shall state the total obligation of the county or municipality for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and
 - d. The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the county or municipality.
12. The contractor/vendor acknowledges and agrees (a) to comply with the requirements of O.C.G.A. § 13-10-90 and 13-10-91, (b) to use the federal work authorization program commonly known as E-Verify or any subsequent replacement program, throughout the term of this agreement, and (c) to execute the Contractor Affidavit adopted by the State of Georgia and other such affidavits or other documents as may be reasonably required to comply with the terms of this statute.
13. All vendors/contractors must execute a written oath provided in Competitive Proposal Requirements and Non-Collusion Statement.

For general information regarding Requests for Proposals (RFPs), contact Don Townsend, County Clerk, Dade County Board of Commissioners at (706) 657-4625.



NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the General Terms and Conditions for Submitting Request for Proposal to Dade County, Georgia. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Georgia law. Furthermore, I understand that fraud and unlawful collusion are crimes under the Georgia Frauds Act, the Georgia Bid Rigging Act, and the Georgia Antitrust Act, and various provisions of federal law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Contractor / Vendor: _____

Address: _____

Signature: x_____

Name (type/print): _____

Title: _____

Telephone: _____

Email: _____

Date: _____



OFFICIAL COMPETITIVE PROPOSAL FORM

HISTORIC COURTHOUSE ROOF SUBSTRUCTURE DADE COUNTY BOARD OF COMMISSIONERS BID NO. 2020-05

The undersigned party hereby proposes the following costs associated with repairing roof framing substructures and replace rotted rafters, beams, trusses and ceiling joists to engineering specifications to the Historic Courthouse located in the town square at 12345 Main Street, Trenton, Georgia (Dade County, Georgia) based on the scope of work listed herein.

PROPOSED AMOUNT: \$_____ DOLLARS

The Dade County Commission reserves the right to reject any and all proposals and to waive any and all technical defects in the execution of any informality in the submission of any bid.

Name: _____
(Print or Type Company or Individual Name)

Signature: _____

Name and Title _____

Address: _____

Phone No: _____
(Office Phone, Home Phone, Cell Phone, Fax Number)

Email _____



OFFICIAL PROJECT SPECIFICATIONS

**HISTORIC COURTHOUSE ROOF SUBSTRUCTURE
DADE COUNTY BOARD OF COMMISSIONERS
RFP No: 2020-05**

SCOPE OF WORK SECTION 00110

This project shall consist of the demolition, temporary shoring, repair and or replacement of structural wood components in attic of the Dade County Historical Court House as indicated in the contract documents. The intent is to perform work without penetration of the ceiling, roof envelope or attic walls.

See attached specification for structural engineering plans and drawings outlining all required work to be included in this proposal.

This link provides access to construction drawings:

[https://drive.google.com/file/d/1e2wMkYIBB3g-
knVfe96IA9sRMeY5F978/view?usp=sharing](https://drive.google.com/file/d/1e2wMkYIBB3g-
knVfe96IA9sRMeY5F978/view?usp=sharing)